

Wisconsin Department of Regulation & Licensing

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DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING

AUCTIONEER EXAMINATION APPLICATION INSTRUCTION PACKET FOR THE CONTINUING EDUCATION TEST-OUT

Chapter RL 128, Wis. Admin. Code, states that every registered auctioneer applying to renew a registration for the January 1, 2005-December 31, 2006 biennium shall complete at least 12 hours in an educational program prior to January 1, 2007 or pass an education examination administered by the Department prior to January 1, 2007.

FILING AN APPLICATION

Applicants who wish to complete the continuing education test-out examination in lieu of taking the educational program shall submit the following information.

- Application for Examination (Form #2326).
- Examination fee of \$57 (check or money order made payable to the Department of Regulation and Licensing).

Retake applicants must complete and return the Application for Examination (Form #2326) and the retake examination fee of \$57. An applicant may retake the examination once. If an applicant fails the examination a second time, the applicant shall attend an approved educational program or courses.

Completed applications must be mailed to the address listed above.

Applications hand delivered or mailed by special courier must be addressed to the department's street address: 1400 East Washington Avenue, Room 175, Madison, WI 53703.

SPECIAL ACCOMMODATIONS

Individuals may request special accommodations for examinations by completing a Disability Accommodation Request Form available from the Office of Examinations at (608) 266-2852.

EXAMINATION DATE AND FILING DEADLINES

The department will be administering examinations on a monthly basis in Madison. There is a 30 day deadline to schedule for the examination.

EXAMINATION CONTENT

The content of the examination is based on a comprehensive task analysis survey completed by the Department of Regulation and Licensing in 1995. Auctioneers in Wisconsin were surveyed

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in order to identify tasks and knowledge, skills and abilities that were important to the activities of an auctioneer, both in terms of the amount of time spent on these tasks and their importance in terms of the health, safety or welfare of clients and the general public.

The content and process of the examination, and candidate performance, are regularly evaluated by the Department to assure that the examination fairly and effectively measures the skills and knowledge necessary to practice as an auctioneer.

The passing score for the examination was set by the Department in consultation with experts in the field. It reflects the minimum knowledge required by auctioneers to perform their duties to the public in a competent and responsible manner. The recommended passing score will be reported as a grade of 70.

of questions: 60 Items

Type of questions: Multiple Choice

Time limit: 1 hour 30 minutes

TEST SPECIFICATION

Presented below is the list of topics to be covered on the examination. The reference source for these topics is the “Wisconsin Statutes and Rules Relating to the Practice of Auctioneers and Auction Companies”. A copy of the Wisconsin Statutes and Administrative Code Relating to the practice of auctioneers and auction companies is available on the web at <http://drl.wi.gov> or at most public libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a codebook may be found at <http://drl.wi.gov/includes/catalog.htm>, by calling Document Sales at 800-362-7253 or 608-264-9419 or by email at docsales@doa.state.wi.us.

- Auction Contracts
- Trust Accounts
- Conduct
- Registration Requirements
- Advertising
- Real Estate Auctions
- Federal and State Laws Related to Auctions

SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the Wisconsin Auctioneer Continuing Education Test-Out Exam. The examples provided do not represent the full range of content or difficulty levels found in the actual examinations. They are intended to familiarize you with the types of questions you can expect to find in the examination. (An answer key is provided following the questions.)

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All questions in the examination will be multiple-choice with between three and five possible answers. The following are examples of questions similar to those on the examination.

1. Which of the following auctions is exempt from the registration requirements in the Wisconsin Statutes?
 - A. An auction of real estate
 - B. An auction of clothing
 - C. An auction conducted under court order
 - D. An auction of antiques
2. An individual who is registered as an auction company but not as an auctioneer may legally do all of the following except:
 - A. manage an auction.
 - B. call bids at an auction.
 - C. clerk at an auction.
 - D. handle sales proceeds at an auction.
3. Which of the following is a type of registration granted by the Wisconsin Department of Regulation and Licensing?
 - A. Auction company
 - B. Auction clerk
 - C. Auction house
 - D. Auction house operator
4. Wisconsin Seller's Permits are issued by the Department of:
 - A. Revenue.
 - B. Agriculture, Trade and Consumer Protection.
 - C. Regulation and Licensing.
 - D. Financial Institutions.
5. Which of the following is true of an auctioneer's trust account?
 - A. It may have a maximum of \$300,000 in it.
 - B. It may only be in a bank.
 - C. It is only to be used for the deposit of money owed to the auctioneer.
 - D. It may contain company funds needed to cover service charges relating to the account.
6. An auctioneer may maintain trust account records in a computerized system provided that:
 - A. the computer has a hard disk drive.
 - B. the auctioneer enters the data himself or herself.
 - C. a back-up copy of the computer records is made each day data is entered.
 - D. the auctioneer sends a back-up disk to the Department each month.

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7. A registered Wisconsin auctioneer may not:
- A. manage an auction.
 - B. clerk at an auction.
 - C. call bids at an auction of real estate.
 - D. escalate bids by the use of skills.
8. Which of the following are bovine animals?
- A. Horses
 - B. Goats
 - C. Milk Cows
 - D. Donkeys
9. An auctioneer has a contract with a seller that states that the seller pays all costs and the auctioneer receives an 8% fee from the gross revenue. The gross revenue is \$21,644.00 and the total costs are \$958.62. What does the auctioneer receive from the seller for services?
- A. \$1,654.83
 - B. \$1,731.52
 - C. \$1,870.04
 - D. \$2,164.40
10. For an estate auction the auctioneer is to receive a 9% fee on all revenue except the sale of the real property. The fee for the sale of the real property is to be 6%. The auctioneer is to pay all expenses out of the commission. The auction's total revenue is \$55,703.00 including a high bid of \$40,000.00 for the real estate. What is the commission the auctioneer receives?
- A. \$3,542.18
 - B. \$3,813.27
 - C. \$4,542.18
 - D. \$5,013.27

Answer Key			
1.	c	6.	c
2.	b	7.	d
3.	a	8.	c
4.	a	9.	b
5.	d	10.	b

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ADMISSION TICKETS

Approximately 10 days prior to the examination date an admission ticket will be mailed to each applicant approved for admission to the examination. The admission ticket will include the time, date, and location of the examination. Check the admission ticket carefully to be sure that you are scheduled for the correct examination and that your name and address are accurate.

You must take your admission card and an official, signed identification to the examination. An acceptable I.D. is a driver's license, State of Wisconsin identification card, passport, or immigration card.

REFUNDS/POSTPONEMENTS

The refund and postponement policy for examination applicants is covered in sec. RL 4.03, Wis. Admin. Code, which states:

(1) A refund of all but \$10.00 of the fee shall be granted if:

(a) An applicant is found to be unqualified for an examination administered by the department or board;

(b) An applicant is found to be unqualified for a credential for which no examination is required;

(c) An applicant withdraws an application by written notice to the department or board at least 10 days in advance of any scheduled examination; or

(d) An applicant who fails to take an examination administered by the department or board either provides written notice at least 10 days in advance that the applicant is unable to take the examination, or if written notice was not provided, submits a written explanation satisfactory to the department or board that the applicant's failure to take the examination resulted from extreme personal hardship.

(2) An applicant eligible for a refund may forfeit the refund and choose instead to take an examination administered within 18 months of the originally scheduled examination at no added charge.

(3) An applicant who misses an examination as a result of being called to active military duty shall receive a full refund, except if an examination service vendor does not refund the applicant's costs to the department or board. These costs shall not be included in the department's or board's refund to the applicant. The applicant requesting the refund must supply a copy of the call up orders or a letter from the commanding officer attesting to the call up.

(4) Applicants who pay fees to test providers other than the department are subject to the refund policy established by the test provider.

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EXAMINATION RESULTS

Applicants will be notified of the results by mail no later than four weeks after the examination date.

EXAMINATION REVIEW

Examination answer sheets are retained for one year. Applicants who failed the examination may attend a review session to review the examination. Materials available at the review sessions are the questions the applicant answered, a copy of the answer sheet submitted for grading and the correct response to each question. Applicants are permitted only one review of each failed examination.

Review sessions are held on specific dates. The cost for a review is \$28. Additional information on the review session dates will be provided with notification of receipt of a failing score.